

## From The Chairperson...



Paul Barnes, Chairperson  
FEB Atlanta

**Our theme this year is most appropriate: "Hope Lives When You Give". Our giving provides hope for those who are homeless; our gifts provide hope for those who are ill and awaiting a cure and for those children who need someone to show them that somebody cares.**

I am **Paul Barnes**, the Regional Commissioner of the Social Security Administration (SSA). I am pleased to serve as the Chairperson of the Atlanta Federal Executive Board for the fiscal year 2004. I was involved with the FEB while serving as the Regional Commissioner of SSA in Chicago and as the Deputy Commissioner for Human Resources at SSA's headquarters in Baltimore. After a 12-year absence, I am once again glad to be back in Atlanta and involved with the Atlanta FEB.

I am actually wearing two FEB hats: I am also serving as the 2003 Chairperson for the Combined Federal Campaign. The Campaign kicked off on September 29th. I am sure that you will do all you can to ensure that we meet and exceed our goal of \$3.6 million. Our theme this year is most appropriate: "Hope Lives When You Give". Our giving provides hope for those who are homeless; our gifts provide hope for those who are ill and awaiting a cure and for those children who need someone to show them that somebody cares. Orison Marden reminds us "there is no medicine like hope, no incentive so great, and no tonic so powerful as expectation of something better tomorrow." Let's give hope through our CFC contributions.

We are beginning my tenure as FEB Chair with a big bang and a major accomplishment. We have the pleasure of hosting the national Office of Personnel Management Director, Mrs. Kay Coles James, as our speaker for our annual Strategic Planning Session. Mrs. James is an accomplished speaker and has much to share with us in terms of some of the human resource capital initiatives currently

underway. I know we will benefit from her remarks.

One of my goals is to further strengthen the involvement of Federal executives with the FEB. Therefore, during this year I plan to personally visit or call many of you to discuss how we can better serve you and your agency. We want the FEB to work for you and provide meaningful activities to support what it is you do. Likewise, we want you to fully engage in the mission of the FEB. Please feel free to contact me to share your ideas. You can reach me at 404-562-5600. Of course, you may continue to reach Gwenne Campbell and the FEB staff at 404-331-4400.

I look forward to a great year working together with you and the Atlanta FEB. □

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## ATLANTA FEDERAL EXECUTIVE BOARD

# Kay Coles James is the Keynote Speaker for the FEB Strategic Planning Session



The Atlanta FEB is pleased to welcome **Mrs. Kay Coles James** as our keynote speaker for our Strategic Planning Session. The United States Senate unanimously confirmed Mrs. James as Director of the U. S. Office of Personnel Management (OPM) on July 11, 2001. Director James is an advocate for Federal employees and is the President's principal advisor in matters of personnel administration for the 1.8 million members of the Federal civil service. OPM is responsible for planning for the future needs of the Federal workforce and for helping agencies improve human resources management and human capital practices. The agency has also taken on new responsibilities for the Department of

Homeland Security, five government wide e-Gov initiatives, government wide leadership of the Human Capital portion of the President's Management Agenda, the creation of Flexible Spending Accounts for Federal Employees, and the Federal Long-Term Care insurance program.

Director James is a member of the President's Management Council and Chair of the Council's Subcommittee for Human Capital/Workforce Management. The Council has been charged by the President to ensure the implementation of his bold agenda of reform.

Director James has been active in the analysis, development and implementation of American public policy for the past 20 years in senior positions in the public and private sector and is a frequent commentator and lecturer on a variety of domestic policy issues.

A graduate of Hampton University, Director James is the recipient of numerous honorary degrees, most recently the Doctor of Laws Degree from Pepperdine University. She is also the recipient of several awards and special recognitions, including the University of Virginia's Publius Award for Public Service. She is also the author of three books. □



Please contact us with any questions/comments you may have. If you would like to submit an article, please do so by the 15th of the month.

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Chairperson  
**Gwenne Campbell**  
Executive Director

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*The Right Focus - Atlanta FEB Newsletter*  
is designed by Barbara Holzworth, GSA, FSS  
and published by Pat Brown, DAPS

## The Federal Community Holds Commemorative Activities for September 11

The Atlanta FEB partnered with GSA and the Building Managers of the Peachtree Summit Federal Building and the Sam Nunn Atlanta Federal Center to sponsor two 9-11 Remembered activities. The Summit Building ceremony included expressions by William Day, Director of the Department of Commerce, Wesley Johnson, Communications Manager, GSA, and Rick Dowling, Director, CASU as well as remarks by Ed Fielder, the Regional Administrator, GSA. The program also included the Reading of an original composition entitled "We Remember" by Gwenne Campbell, FEB Executive Director. The highlight of the Summit program was a Liturgical Dance by Sabina Gray of IRS.

At the SNAFC, Paul Barnes, Regional Commissioner of SSA shared remarks. Joe Carbonaro, a retired USN Petty Officer and an EPA employee led the Pledge of Allegiance. The AFC Interagency Choir led the group in Inspirational Songs. Again, Ms. Campbell shared her reading and Mr. Fielder shared remarks. Both programs were well attended by Federal employees, many of whom were dressed in red, white, and blue. □





# U.S. Department of Justice AntiTrust Division

## **Who We Are:**

The Antitrust Division, headed by Assistant Attorney General R. Hewitt Pate, is a Division of the U.S. Department of Justice and has approximately 1,000 employees. The Division's central office in Washington, D.C. is comprised of 13 sections. The Division also has 7 field offices located in Atlanta, Georgia; Chicago, Illinois; Cleveland, Ohio; Dallas, Texas; New York, New York; Philadelphia, Pennsylvania; and San Francisco, California. The Atlanta Field Office of the Antitrust Division, located on the 11th Floor of the Richard B. Russell Federal Building, primarily is responsible for enforcing the federal antitrust laws in seven Southeastern States (Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina and Tennessee), Puerto Rico, and the U.S. Virgin Islands. However, the office also investigates cartel activity that is national or international in scope. Nezida S. Davis is Chief of the Atlanta Field Office; Glenn D. Baker is the office's Assistant Chief. The office has 14 attorneys and 19 support personnel.

## **What We Do:**

The Antitrust Division enforces the federal antitrust laws to promote and protect

competition in the free marketplace, thereby protecting consumers and ensuring the optimal operation of the American economy. Competition ensures that the prices consumers, including the Federal, State, and Local Governments, pay for goods and services are determined by free market forces rather than by collusion. The Division handles both criminal and civil enforcement, with virtually all of the civil enforcement such as review of proposed mergers and acquisitions and investigation of monopolies being handled by our Washington sections. The Division has concurrent jurisdiction with the Federal Trade Commission to investigate civil antitrust violations. However, the Division has exclusive jurisdiction to investigate and prosecute criminal violations of the federal antitrust laws. Our 7 field offices and our National Criminal Enforcement section in Washington, D.C. handle the Division's criminal enforcement efforts.

The Atlanta Field Office conducts grand jury investigations and prosecutes corporations and individuals for per se violations of the Sherman Act, 15 U.S.C. § 1. These violations include conspiracies between two or more competitors to: (1) fix the prices of goods or services ("price fixing"); (2) rig the bids for goods or services so as to subvert the competitive

bidding process ("bid rigging"); or (3) divide up customers or territories ("customer or market allocation"). We handle criminal matters from investigation through trial and appeal, and we work with the FBI and Inspector Generals of various federal agencies. At times we also work with state or local investigators. Violation of the Sherman Act is a felony punishable by a fine of up to \$10 million for corporations and up to \$350,000 or 3 years imprisonment (or both) for individuals. These maximum fines may be increased to twice the gain derived from the crime or twice the loss suffered by the victims of the crime, if either of those amounts is greater than the statutory maximum fine. We also prosecute the following criminal offenses where they arise from the grand jury investigation into anticompetitive conduct: mail fraud, wire fraud, obstruction of justice, conspiracy to defraud the government, major fraud against the government, tax evasion, false statements violations, and perjury.

For more information on the work of the Antitrust Division, please visit our website at [www.usdoj.gov/atr](http://www.usdoj.gov/atr) or you may contact Nezida Davis at [nezida.davis@usdoj.gov](mailto:nezida.davis@usdoj.gov) or at 404-331-7100. □

## *Atlanta Postal Employees Again Make Great Showing At Citywide Corporate Challenge*



*Challenge Trophy*

*Charles Swann, J.J. Johnson, B.J. Smith and Diane Simpson with the USPS trophy for the most participants in the Corporate Challenge*





... If 38% of the Federal community gave \$3.8 million in 2002 then in 2003 people giving more is great but more people giving is even better!

Ms. Theresa Spearman Ovbije

## ATLANTA FEDERAL COMMUNITY

# 2003 Combined Federal Campaign Gets Off to a Booming Start!

As the sun came up over the horizon on Wednesday, September 24, 2003, the beautiful and well-kept grounds of The Commons located on Ft. McPherson Army Installation was set for The Metropolitan Atlanta Combined Federal Campaign "Breakfast of Champions." The breakfast was given with warm appreciation for those who have already encouraged individuals in the federal work force through their volunteer efforts in helping to spearhead this years' campaign.

In focusing on the subject of the day, Dr. Dennis P. Kimbro, keynote speaker, brought home the point that hope does live when you give. Others have indeed received hope from the \$3.8 million dollars that was donated from Federal employees during the 2002 campaign. This significant achievement was acknowledged during the presentation of the Phoenix Award given by Atlanta Mayor Shirley Franklin. The award was presented by the Federal Executive Board Director Gwendolyn Campbell.

Dr. Kimbro encouraged everyone in attendance to lead by example, and be the first

to give. Mr. Paul D. Barnes, 2003 CFC Chair, did exactly that by completing his pledge card on the spot. Among the many challenging examples, Dr. Kimbro shared the legacy of Osceola McCarthy, a lifelong domestic, who donated over \$100,000 dollars to a minority scholarship fund. Hearing of her generosity quickly persuaded others to give. Included in those who decided to give was Ted Turner. Mr. Turner stated that if a woman who had washed clothes all her life could donate as she did, he could surely donate a billion dollars of the wealth he had accumulated.

The official CFC Kickoff Celebration that was held on September 30 was no less an exciting event. Scott Slade of WSB 750 was indeed the Master of this Ceremony luring everyone into the courtyard with his familiar voice of radio and traffic reports. In addition to the Mango Dancers and Drummers the atmosphere was electric with excitement and expectation. As the North Decatur High School Drill Team and Color Guard performed we continued in an attitude of reflection and patriotism. The events of the morning would not have been complete without the Callaway Garden Critters "moving their tails" to the

beat of the South Atlanta High School Marching Band. By late morning the courtyard of the Sam Nunn Federal Center was already transformed into a garden of motion and laughter. Between the anticipation of door prize drawings, the smell of popcorn and the gatherings around the soda barrels the presence of the Atlanta Hawks and Falcons cheerleaders caused the CFC Kickoff to quickly reach a new level of excitement!

As Federal employees swayed along in the morning breeze from one non profit table to another Ms. Theresa Spearman Ovbije, 2003 CFC Director, reiterated the fact that if 38% of the Federal community gave \$3.8 million in 2002 then in 2003 people giving more is great but more people giving is even better! ☐





PUBLIC AFFAIRS STAFF - SOCIAL SECURITY ADMINISTRATION

# Chavon Williams Selected to Attend Emerging Business Leaders Summit



Chavon Williams, a stay-in-school student working for the Public Affairs Staff of the Social Security Administration, was selected to attend the Emerging Business Leaders Summit

(EBLS) sponsored by the U. S. Department of Commerce's Minority Business Development

Agency (MBDA). The EBLS is designed to provide an opportunity for minority students to explore the challenges of entrepreneurship and consider it as a viable career option. The summit was held in Washington DC from September 26-28 in conjunction with the National Minority Enterprise Development Week activities. At the conclusion of the summit, the students attended the 21st Annual National MED week conference from September 28- October 1.

Chavon was one of 75 minority students from across the nation selected to attend this event

and was provided a full conference package that included travel and hotel accommodation. The Atlanta FEB was instrumental in working with the MBDA to local students who were currently enrolled in a technical school, community college, four-year college or university (including graduate level students). The Atlanta National Enterprise Center has the opportunity to select 15 of the 75 students that attended the Conference. Chavon is a student at Georgia State University. □

## Atlanta FEB Participates with Hispanic Job Fair

IMAGE de Atlanta invited the Federal community to attend its Fourth Hispanic Job Fair on September 19, 2003. The Atlanta FEB participated in the fair and helped to promote participation by other Federal agencies. The U.S. Department of Labor co-sponsored the event, held at the Salvation Army Headquarters Wellness Center in observance of Hispanic Heritage Month, 2003.

According to the U. S. Census Bureau, Hispanics will soon become the largest minority in the United States. We are currently experiencing the largest influx of Hispanics in our nation's history. IMAGE de Atlanta has a 27-year history of working with the Atlanta Federal community in identifying Hispanic job applicants and we continue to build on this working relationship. Nancy Borrell, of the US Labor, OASAM, served as this year's Co-chair for the Federal Sector. □

## FEB Partners With Aubrey Daniels International

**T**wenty-nine Federal employees had the unique opportunity to take advantage of an excellent training class taught by Aubrey Daniels. The Atlanta FEB partnered with the Aubrey Daniels International Institute to offer this executive seminar to Federal employees in the Atlanta area. The seminar, Managing People for Maximum Performance, is the same one delivered by Dr. Daniels for the John F. Kennedy School of

Government at Harvard University. The seminar was tailored to focus on the unique performance challenges facing government agencies today.

The program was very well received by those attending. In fact, one attendee rated it the best course he'd taken in his 35 years of government service. The FEB will work with the Institute to offer similar courses this fiscal year. □

## Susan Stone, WSB-TV Executive Producer Meets With FEB Communications Committee

Susan Stone, the Executive Producer for WSB-TV shared with the FEB Communications Committee during its September monthly meeting. Ms. Stone gave the Public Affairs Directors/Specialists some tips on getting their news on the air. Some of the points covered are listed below:

- ▶ Establish a relationship with a contact person at the station before sending your press release.
- ▶ Don't inundate the station with small stories. Market what you really want aired. Exclusives are great. If you want a human-interest story aired, contact the reporter who usually covers these type stories. Pitch stories that will have local interest.
- ▶ Timing is everything. Weekends are the best time to air stories because not a lot is happening on weekends.
- ▶ The media likes to talk to local people. Try to avoid having to refer them to headquarters.
- ▶ Usually only major news is aired during rating months. In Atlanta, that's January, February, May, October and November.
- ▶ Send material to the station at least three weeks out and then follow up with reminders.

This was valuable information for the group. Their next meeting is October 30, 2003 in the 20th Floor Conference Room of the SNAFC. Your Public Affairs personnel are invited to join this committee. We look forward to seeing your representative at the meeting! □



- The new Records Center will be developed in the Southpark Industrial Park in Clayton County, GA.
- The facility will have a footprint of approximately 350,000 square feet and a storage capacity of nearly 1.75 million cubic feet of Federal records.
- It will accommodate 75 NARA staff members and contractors as well as 100 visitors and patrons.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

# National Archives Awards Contract for new Southeast Regional Records Center Facility

The National Archives and Records Administration (NARA) announces the selection of Highwoods Properties of Raleigh, NC as the developer for its Southeast Regional Records Center. The new Records Center will be developed in the Southpark Industrial Park in Clayton County, GA. The facility will have a footprint of approximately 350,000 square feet and a storage capacity of nearly 1.75 million cubic feet of Federal records. It will accommodate 75 NARA staff members and contractors as well as 100 visitors and patrons.

"The Atlanta facility will provide a new home worthy of the unique holdings of NARA's Southeast Region," said Archivist of the United States, John W. Carlin. "The facility provides ample capacity for records storage and anticipates future needs in the ever-changing records management and electronic records environments. It will bring state-of-the-art technology to the management of records under NARA's custodianship."

Founded in 1978, and operating in nine states, Highwoods Properties is one of the nation's largest fully integrated real estate operating companies. Regarding the project, Highwoods' Executive Vice President and Chief Operating Officer Ed Fritsch commented, "We are pleased to be selected to build a state-of-the-art records storage facility for NARA, the agency entrusted with the safekeeping of

our federal government records. We believe our team, working in concert with representatives from NARA, will deliver a quality facility that will properly fulfill the Agency's long-term requirement."

The new records center will consolidate operations of the region's three existing facilities in East Point, GA; Palmetto, GA; and Birmingham, AL. Once completed, the new center will store records for use by Federal agencies located in the Southeast Region (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee). Significant holdings include Federal records created by regional U.S. District/Bankruptcy Courts, the Internal Revenue Service, the National Aeronautics and Space Administration, the Centers for Disease Control and Prevention, the Department of Energy, and the Environmental Protection Agency.

New to the Southeast Regional Records Center will be state-of-the-art facilities such as an on-site electronic records project/services room, a special projects room, and separate records containment, treatment, and recovery rooms. These facilities will enable NARA to roll out new services and operations after building occupancy. The Atlanta facility will comply fully with the provisions of 36 CFR 1228 Subpart K, the regulation that sets facilities standards to ensure protection of Federal records from threats such as fire, theft, pests, floods and natural disasters.

"The new facility represents the culmination of a planning process geared toward creating a modern, cost-effective, and forward-looking records center that will ultimately address the realities of paper- and electronic-based records storage," said James McSweeney, Regional Administrator for the NARA Southeast Region. "Staff, researchers,

and members of the Federal community are excited about the prospect of all regional records center holdings being under one new and modern roof."

For additional PRESS information, please contact the National Archives Public Affairs staff at 301-837-1700, [public.affairs@nara.gov](mailto:public.affairs@nara.gov). □





- **Let value be your guide. It's not how a workshop stands, but what it stands for that makes it special.**



## INSIDE BACK PAGE REVIEW

# The Leadership Secrets of Santa Claus (How to Get Big Things Done in Your "Workshop" All Year Long)

by *Eric Harvey, David Cottrell and Al Lucia*

**T**his cute little, 82 page booklet, points out that it's not easy being Santa Claus!. As Santa the **MANAGER** and Santa the **LEADER**, everyone has high expectations.. He has responsibilities to the gift-getters and the gift-makers. He has problems, mistakes, and miscalculations, just like everyone else. His gift to us is to share eight practical strategies for leading others and getting big things done. They're called "The Leadership Secrets of Santa Claus".

### 1. Build A Wonderful Workshop.

- Make the mission the main thing. Keep the mission in front of the folks by posting it on walls, discussing it at staff meetings and training sessions, including it on internal correspondence, and through a host of other activities that help ensure it stays your central focal point.
- Focus on your people as well as your purpose. Be accessible; considerate; provide training; keep employees informed; demonstrate respect; solicit and listen to their ideas and concerns; help everybody to grow.
- Let value be your guide. It's not how a workshop stands, but what it stands for that makes it special. Make sure everyone knows what values are important and then help them turn those into everyday behaviors.

### 2. Choose your reindeers wisely.

- Hire tough so you can manage easy. Staffing is your single most important responsibility. Take the time to get it right and you're spend less time dealing with the wrong reindeer.
- Promote the right one for the right reason. Be sure the person you select has the characteristics, talents, values, abilities and attitudes that you feel are necessary to perform tasks successfully.
- Go for the diversity advantage. You'll discover new skills, perspectives, and ideas. Different people bring more than one way of thinking, planning, producing, and problem-solving. You're be stronger and more in tune with the different customers you serve.

### 3. Make a List and Check It Twice.

- Plan your work. Six questions to ask: What needs to be accomplished? Why does it need to be done? (How does it contribute to my overall mission?) When does it need to be accomplished? Where am I now in relation to this goal? Who will be involved? How will it be accomplished? (Steps).
- Work your plan. Is it doable? Has anything changed? Follow your plan and make adjustments as needed.
- Make the most of what you have. This includes time, money, materials and equipment, and employees talents and expertise.

### 4. Listen to the elves.

- Open your ears to participation. Involving workers in running the operation, and in making decisions that affect them is a key strategy for leadership success.
- Pay attention to how you are perceived. Pay attention to how others feel. Perceptions are realities for those that hold them. Listen and act.
- Walk around in there shoes. Keep in touch with the operation. Ask why you can do to help make thing easier and better. DO those that are reasonable and appropriate.

### 5. Get beyond the red wagons.

- Help everyone accept the reality of change. Explain why change is necessary and the benefits, collectively and individually. Have patience with the learning curve.
- Remember the customer is really in charge. Keep in touch with the customer and be responsive to the customer's needs.
- Teach the business of the business. The more employees understand about how the business works, the more likely they are to accept and support change.

### 6. Share the Milk and Cookies

- Help them see the difference they make. Nothing motivates employees more than

knowing they're making a difference. Spend time discussing how their functions, efforts, and contributions are a vital part of what you do.

- Do Right by those who do right. When employees or teams consistently do go work over an extended time, give him or her the recognition that is due.
- Expand the reinforcement possibilities. Recognition is everyone's job. Look for way to recognize and reinforce co-worker performance. Create an "attitude of gratitude" as one of your most important workplace values.

### 7. Find Out Who's Naughty and Nice.

- Confront performance problems early. Don't involve everyone for one person's problem. Deal with performance problems early and calmly- before they get big.
- Coach "the Majority in the Middle". Keep your majority in the middle stars performing well by helping them improve, avoid mistake, and do the best work they can do.
- Don't forget the "super stars". Give them extra attention and don't punish them for good performance. Make sure they know and are appreciated for the fact that they are the nicest of the nice.

### 8. Be Good for Goodness Sake.

- Set the example. You must model the behaviors that you expect from them.
- Establish guidelines and accountability. Be sure everyone is well versed in the rules and procedures that apply to them. Provide feedback. Display "zero-tolerance".
- Remember that everything counts. Look at everything you do-the way you talk; the jokes; your commitments, everything. Being good and doing right are not sometime things- they're every time things involving everything you do.

The book ends with this thought: "Following these "secrets", and big things are near. Effective leadership to all, and to all a good year." □

*Gwenne Campbell*

# Upcoming Events



**For questions**  
or additional information  
please call **Gwenne Campbell**  
at **(404) 331-4400**

october 2003

**15** **FEB Full Board Meeting**  
Atlanta, GA

**30** **Meeting of the FEB Communications Committee**  
SNAFC, 20th Floor Conference Room

november 2003

**5** **Alliance South**  
GSA, lead agency  
New Georgia Convention Center  
10:00 a.m. 12 noon

**8** **Public Service Fair**  
Georgia State University

october 11, 2003 - april 4, 2004

**Mount Vernon in Miniature at the Carter Presidential Library**



mark your calendar  
and plan to participate

The Atlanta Federal Executive Board  
Richard B. Russell Federal Building  
75 Spring Street, SW  
Room 1142  
Atlanta, Georgia 30303

## **Please note this correction...**

The Atlanta FEB  
website address is:  
[www.atlanta.feb.gov](http://www.atlanta.feb.gov)